

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 17-2015

OPEN TO: All Interested Candidates/All Sources

POSITION: Mail Clerk

OFFICE/LOCATION: Information Management Section

*Ordinarily Resident: Position Grade: **FSN-5**

OPENING DATE: 10/13/2015

CLOSING DATE: 10/27/2015

DESIRED STARTING DATE: November 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): FSN 5 EUR 13,140 p.a.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bratislava is seeking an individual for the position of **Mail Clerk in the Information Management Section.**

BASIC FUNCTION OF POSITION

Embassy Mail Clerk is responsible for the full range of mail and pouch handling duties. Acts as Post Master for the Embassy Diplomatic Post Office. S/He is responsible for the receipt, dispatch and distribution of all official diplomatic pouch and international mail; also for the pickup and distribution of inter-office correspondence. Acts as a backup for the telephone operator and MSG interpreter.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Alena Kociskova or Monika Bilikova at ext. 3019 or 3231.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school.
- 2. Prior Work Experience:** One year of prior work experience with mail handling.
- 3. Language Proficiency:**

English level III (good working knowledge)
Slovak, level III (good working knowledge).

- 4. Job Knowledge:**

Learned on-the-job; must have a thorough knowledge of Department of State mail handling procedures, and knowledge of the organizational structure of the mission and different Agencies' mail handling requirements, local postal regulations, rail and air dispatch schedule and requirements.

Knowledge of mail management principles and practices in order to implement complicated procedures and to distribute workload effectively.

General knowledge of computer systems and data-bases with specific knowledge of the operational limitations of all sortation, tracing, and tracking automation used within the branch in order to dedicate positions automation to the appropriate tasks.

General knowledge of the office routine and procedures sufficient, for example, to receive and refer phone calls, visitors or mail to staff members.

- 5. Skills and Abilities:**

Operation of professional office machines.

Tact and diplomacy in contacts with officials and employees.

Valid drivers license "B".

Must be able to lift moderate to heavy objects (individual parcels may weigh as much as 33kg).

Basic knowledge of Word, Excel, Outlook and Internet Explorer.

SELECTION PROCESS

- 1 When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.
- 2 After an initial application screening, qualified applicants will be invited to an oral interview, which may include a language testing.
- 3 Acknowledgements will be sent only to short-listed candidates.

ADDITIONAL SELECTION CRITERIA

1. The applicant must be able to obtain all permits to legally work in Slovakia before the employment begins.
2. Management will consider issues such as conflict of interest, nepotism, and budget implications and residency status in determining successful candidacy.
3. Current employees serving a probationary period are ineligible to apply.
4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) schedule.
6. All position selections are made consistent with the State Department's Non-Discrimination Policy to not discriminate among applicants for employment on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.

TO APPLY

Interested applicants for this position must submit by the "CLOSING DATE" the following (application forms are available in HRO):

1. Application for U.S. Federal Employment (SF-171 or OF-612 or DS-174); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, evaluation reports, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Note 1: If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the form DS-174. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth (not mandatory)
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

By mail: Human Resources Office
U.S. Embassy, P.O. Box 309
814 99 Bratislava

By e-mail: HROBratislava@state.gov

POINT OF CONTACT

Telephone: 02/5922 3231, Monika Bilikova
02/5922 3019, Alena Kociskova

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority.
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is* a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or,
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: October 27, 2015

The U.S. Mission in Bratislava provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: Elizabeth Sewall, Management Officer